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16 February 1952

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CAREER SERVICE COMMITTEE

Working Group on PERSONNEL DEVELOPMENT PROGRAM

Minutes of 4th Meeting 15 February 1952 3:00 P.M.

Present:

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DOC	8	REV DATE	22 JUN 1951
ORIG COMP	—	DPI	32
THIS CLASS	5	PAGES	1
JUST	22	NEXT REV	2011
REV CLASS	—	TYPE	01
AUTH	HR	76-2	

ecy./Career Service Committee

Absent:

1. The minutes of the 3rd meeting were approved as distributed.

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2. The draft on Selection Out prepared by [redacted] and [redacted] was discussed and modified. [redacted] will prepare a redraft for consideration at the next meeting of the Working Group. 25X1A9a

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3. The Working Group accepted a written recommendation from [redacted] to extend to any individual recommended for separation, demotion, or reassignment the opportunity of a two-day assessment in order to aid in his effective placement. 25X1A9a

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4. The redrafts of "Certification of Eligibility" and "Declaration of Intent" were discussed and modified. These papers are to be redrafted by [redacted] and submitted to the Working Group at the next meeting.

5. The agenda was set for the next meeting as follows:

- Consideration of redraft on Selection Out.
- Consideration of redrafts of "Certification of Selection" (formerly entitled "Certification of Eligibility") and "Declaration of Intent".
- Consideration of appeals on the Office Board level.
- Consideration of means of activation of the Career Service Program.

6. The next meeting was scheduled for Tuesday, 19 February 1952 at 1400.

7. The Working Group adjourned at 1655.

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